

Community Corrections Adult Intensive Supervision Standards Kansas Department of Corrections Division of Community Corrections Services	CHAPTER: Administration and Management	STANDARD NO. 1D-ADM-400
	SECTION: Staff Development	PAGE: 1 of 1
	SUBJECT: Coordination	
REFERENCES:	CURRENT VERSION EFFECTIVE DATE: 03-01-2016	

STANDARD:
Open

DISCUSSION:

Community Corrections Adult Intensive Supervision Standards Kansas Department of Corrections Division of Community Corrections Services	CHAPTER: Administration and Management	STANDARD NO. 1D-ADM-401
	SECTION: Staff Development	PAGE: 1 of 1
	SUBJECT: Coordination	
REFERENCES:	CURRENT VERSION EFFECTIVE DATE: 03-01-2016	

STANDARD:
Open

DISCUSSION:

<p>Community Corrections Adult Intensive Supervision Standards</p> <p>Kansas Department of Corrections Division of Community Corrections Services</p>	<p>CHAPTER:</p> <p>Administration and Management</p>	<p>STANDARD NO.</p> <p>1D-ADM-402</p>
	<p>SECTION:</p> <p>Staff Development</p>	<p>PAGE:</p> <p>1 of 1</p>
	<p>SUBJECT:</p> <p>Administrative and Supervisory Staff</p>	
<p>REFERENCES:</p>		<p>CURRENT VERSION EFFECTIVE DATE: 03-01-2016</p>

STANDARD:

Agencies shall establish written policy, procedure, and practice governing the completion and documentation of forty (40) staff development hours by all full-time non-clerical, administrative and supervisory staff. Staff hours will be recorded and kept in the employees personnel file.

DISCUSSION:

The following training areas are suggested: management and leadership practices, labor law, employee-management relations, laws pertaining to the justice system, coordinating resources, sexual harassment, federal and state laws pertaining to clients, and work place diversity. The following staff development topics are recommended: human relations and communication skills, crisis intervention, managing clients with special needs, office management, counseling resistive clients, strategies for effective case management, sanctions, incentives, cultural diversity, gang intervention strategies, developing community resources, report writing, legislative process, and the rights and responsibilities of clients.

<p>Community Corrections Adult Intensive Supervision Standards</p> <p>Kansas Department of Corrections Division of Community Corrections Services</p>	<p>CHAPTER:</p> <p>Administration and Management</p>	<p>STANDARD NO.</p> <p>1D-ADM-403</p>
	<p>SECTION:</p> <p>Staff Development</p>	<p>PAGE:</p> <p>1 of 1</p>
	<p>SUBJECT:</p> <p>Administrative and Supervisory Staff</p>	
<p>REFERENCES:</p>		<p>CURRENT VERSION EFFECTIVE DATE: 03-01-2016</p>

STANDARD:

IT Security Awareness Training is required within six (6) months of initial assignment and annually thereafter. A Security Awareness Statement shall be signed and retained by the agency.

DISCUSSION:

This course is available online at the KDOC TRAIN website.

<p>Community Corrections Adult Intensive Supervision Standards</p> <p>Kansas Department of Corrections Division of Community Corrections Services</p>	<p>CHAPTER:</p> <p>Administration and Management</p>	<p>STANDARD NO.</p> <p>1D-ADM-404</p>
	<p>SECTION:</p> <p>Staff Development</p>	<p>PAGE:</p> <p>1 of 1</p>
	<p>SUBJECT:</p> <p>Full-Time and Non-Administrative Staff</p>	
<p>REFERENCES:</p>		<p>CURRENT VERSION EFFECTIVE DATE: 03-01-2016</p>

STANDARD:

Agencies shall establish written policy, procedure, and practice governing the completion and documentation of forty (40) annual staff development hours by full-time non-administrative staff and eight (8) hours for support staff. The topics shall be relevant to staff functions. Staff hours will be recorded and kept in the employees personnel file.

DISCUSSION:

The following staff development topics are recommended: human relations and communication skills, crisis intervention, managing clients with special needs, office management, counseling resistive clients, strategies for effective case management, sanctions ,incentives, cultural diversity, gang intervention strategies, developing community resources, report writing, legislative process, and the rights and responsibilities of clients.

<p>Community Corrections Adult Intensive Supervision Standards</p> <p>Kansas Department of Corrections Division of Community Corrections Services</p>	<p>CHAPTER:</p> <p>Administration and Management</p>	<p>STANDARD NO.</p> <p>1D-ADM-405</p>
	<p>SECTION:</p> <p>Staff Development</p>	<p>PAGE:</p> <p>1 of 1</p>
	<p>SUBJECT:</p> <p>Full-Time Non-Administrative Staff</p>	
<p>REFERENCES:</p>		<p>CURRENT VERSION EFFECTIVE DATE: 03-01-2016</p>

STANDARD:

IT Security Awareness Training is required within six (6) months of initial assignment and annually thereafter. A Security Awareness Statement shall be signed and retained by the agency.

DISCUSSION:

This course is available online at the KDOC TRAIN website.

Community Corrections Adult Intensive Supervision Standards Kansas Department of Corrections Division of Community Corrections Services	CHAPTER: Administration and Management	STANDARD NO. 1D-ADM-406
	SECTION: Staff Development	PAGE: 1 of 1
	SUBJECT: Part-Time Staff	
REFERENCES:	CURRENT VERSION EFFECTIVE DATE: 03-01-2016	

STANDARD:

Agencies shall establish written policy, procedure, and practice governing staff development requirements for part-time staff, interns, and volunteers.

DISCUSSION:

Staff development topics should pertain to staff functions, and the functions of interns and volunteers.

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	SECTION: Staff Development	PAGE: 1 of 1
	SUBJECT: Part-Time Staff	
REFERENCES:	CURRENT VERSION EFFECTIVE DATE: 03-01-2016	

STANDARD:

Agencies shall have written policy, procedure, and practice governing the selection of staff to participate in staff development opportunities.

DISCUSSION:

None